

Form C-100

UDOT Construction

ContractChange Order

Instructions for Completing Acrobat Form:

This Change Order form was created using Acrobat Form Fill and can be completed, saved and printed using the 'Free' Acrobat Reader. Simply Click in the 'Project No.' box and tab to each field or click in any field and type in the information.

Highlights:

- Date field requires the date format: 01/01/2000
 - Make sure you use the 4 digit year format
- Monetary fields are formatted as such. Key in the number with decimal and the system will add \$ sign and commas.
- Drop down selection boxes for quick access to codes and units of measure.
- Self calculating fields for itemized list.
- Link to Construction Manual of Instruction, Chapter 10.16:Change Orders
 - Click on the form number in the upper right corner.
 - Use your browsers 'Back' button to return to the form.

The signature page contains **no** form fields and is included for printing purposes only.

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C-100 Rev. 5/98

TOTAL NET CHANGES (Dollar) =

| CONTRACTOR | | LOCAL GOVERNMENTAL AGENCY | | PROJECT ENGINEER | | One |
|--|--|---|---|---|----------------------------------|-----|
| Approved by Authorized Representative: _____ Title _____ Date: ____/____/____ | | Approved by Authorized Representative: _____ Title _____ Date: ____/____/____ | | | Recommended for Approval | |
| | | | | | Approved (Up to \$25,000) | |
| | | | | Title _____ Date: ____/____/____ | | |
| PROJECT MANAGER REGION CONSTRUCTION ENGINEER One REG. DIRECTOR/PROJECT MANAGER | | | | | | |
| Region Contracts Specialist: Checked ____/____/____ Initials _____ | | | Approved Specification Change (Stewardship) | <u>APPROVED FOR UDOT</u> <u>>\$25,000</u> | | |
| Authorization for Use of Funds: One | | | Recommend Specification Change for Approval (Non-Stewardship) | | | |
| | Program Development (Amount(s) > \$100,000) | | | | | |
| | Reg. Operations Engineer (Contract Maintenance) | | | | | |
| Recommended for Approval: _____ Date: ____/____/____ | | | | | | |
| STEWARDSHIP NON-STEWARDSHIP One NOTE: Non-Stewardship approving for Division Administrator. Stewardship approving for Engineer for Construction. | | | | | | |
| | Approved for Federal Participation | COMMENTS (Non-Participation): | | | | |
| | Approved as Federal Non-Participating | | | | | |
| _____ Date: ____/____/____ | | | | | | |

FIGURE 10-1

| ALPHA CODE DESIGNATION OF CHANGE ORDERS | |
|--|---|
| GROUP 1 | ANTICIPATED SUPPLEMENTAL CONTRACT WORK |
| A | Assist. to State (Test Piling, Fill Settlements, Surveying, Test Borings) |
| B | Overruns/Underruns |
| C | Disadvantaged Business Enterprises (FHWA Program) |
| D | Environmental Controls (Erosion/Biotic Protection) |
| E | Railroad Inspection & Flagging |
| F | Research Projects, Product Testing and Reviews |
| G | Right-of-Way Obligations (Utilities/Driveways/Walls, Etc.) |
| H | Temporary Traffic control (Signs, Signals, Flagging, Striping & Detours) |
| I | Miscellaneous Minor Supplemental Work (As Listed in Detailed Estimate of Cost) |
| J | Partnering |
| GROUP 2 | GENERAL ADDITIONS/DELETIONS/ADJUSTMENT |
| A | Management Decisions/Policy Revisions/Project Accelerations |
| B | Changes/Revisions in Standard Plans & Details |
| C | Hydraulics/Drainage Changes |
| D | Landscaping Changes, Including Irrigation |
| E | Product/Materials Specification Changes |
| F | Roadway Structural/Geometric Revisions |
| G | Roadway Lighting/Signals/Graphics |
| H | Structure Revisions |
| I | Miscellaneous Adjustment of Costs/Time Accrued Interest on Uncontested Delayed Payments Change in Asphalt binder Content Adjustments for Price Index Fluctuations Liquidated Damages |
| GROUP 3 | UNFORESEEN OCCURRENCES/DIFFERING SITE CONDITIONS |
| A | Accidents/Spills & Hazardous Materials |
| B | Acts of Nature (Rain, Storms, Floods, Earthquakes, Etc.) |
| C | Buried Man-Made Objects/Underground Utilities |
| D | Constructed Embankment/Fills/Slope Failures |
| E | Regulatory Agency Requirements/Actions |
| F | Termination of Contract Standard Specifications, 108.10 or 108.11 |
| G | Unanticipated Geotechnical Conditions |
| GROUP 4 | DIFFERENCES/CONFLICTS IN THE CONTRACT DOCUMENTS |
| A | Right-of-Way Delays |
| B | Design Error/Omission/Conflict |
| C | Specification Error/Omission/Conflict |
| D | Construction Error/Omission Conflict |

| | |
|----------------|--|
| | |
| E | Inadequate Traffic Clearances (Vertical/Horizontal) |
| GROUP 5 | SETTLEMENT OF CLAIMS AND DISPUTES |
| A | Interpretation of Specifications |
| B | Interpretation of Plans/Drawings |
| C | Contract Time |
| D | "Changed Conditions" |
| E | Delays in the Work |
| F | Negotiated Board of Review/Arbitrator Settlements |
| GROUP 6 | COST REDUCTION INCENTIVE PROPOSALS/ALTERNATIVE DESIGN |
| A | Structures Design |
| B | Traffic/Roadway Geometrics |
| C | Roadway Design, Drainage, Etc. |
| D | Materials & Material Sources |
| E | Construction Procedures |
| F | Temporary Traffic Controls, Detours, Falsework Openings |

| ORIGINATOR CODE DESIGNATIONS (Division/Section/Position that could have taken some action to prevent need for Change Order) | | | |
|---|---------------------------------|-----------|------------------------------|
| 1 | Design (UDOT/Consultant) | 8 | Construction Division |
| 2 | Traffic | 9 | Local Government |
| 3 | Structures | 10 | Consultant |
| 4 | Materials | 11 | Contractor |
| 5 | Right-of-Way | 12 | Environmental |
| 6 | Project Engineer | 13 | Utilities |
| 7 | Maintenance | 14 | Project Manager |

- E. Check the appropriate basis of payment box that applies to the Change Order.
1. Original Contract Unit Price is **U**marked when the items and unit prices included in the Change Order are in the original contract.